

## Permit and License Cancellation Form

### **Permit Cancellation:**

Company/Business name (Permittee):

\_\_\_\_\_ hereby requests to cancel the following permits which will be noted on the ODA database as "Cancelled By Owners Request."

Permits Numbers to cancel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐

Please place an "X" in this box if you wish to cancel all active permits under the company name written above.

It is the permittee's responsibility to assure that the sign is removed when requesting for cancellation of permit. The Department will inspect the location of the display and verify removal of the display. If the display is not removed the Department will issue a violation to the permittee.

---

### **License Cancellation:**

Company/Business name (Licensee):

\_\_\_\_\_ hereby requests to cancel license number \_\_\_\_\_ because I am no longer in the business of outdoor advertising.

---

**\*\* This section must be completed in order to be accepted and processed.**

\_\_\_\_\_  
Name of Authorized Person (Print)

\_\_\_\_\_  
Name of Authorized Person (Signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Is letter of authorization included?

☐

Yes

☐

No

(Note: A letter of authorization is a letter with a company's header information and should be submitted only during non-renewal periods).